

Schedule 6

NEBRASKA STATE PATROL

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

6

AGENCY, BOARD OR COMMISSION

NEBRASKA STATE PATROL

DIVISION, BUREAU OR OTHER UNIT

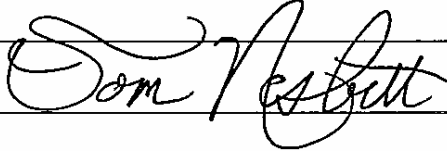
**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of March 1, 1988

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

Superintendent, Nebraska State Patrol

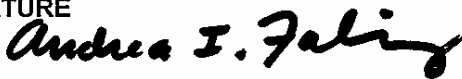
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June 16, 2003

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVIST

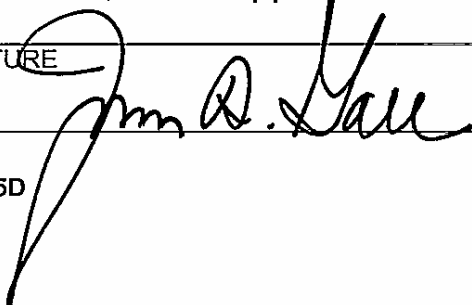
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June 20, 2003

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



ADMINISTRATOR

DATE

June 24, 2003

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form (RMA 036006D) is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE NO. 6 - NEBRASKA STATE PATROL

6-1 ADMINISTRATION RECORDS

6-1-1 CORRESPONDENCE, STATE PATROL

FILING INSTRUCTIONS: File by rank, and alphabetically thereunder.

All State Patrol inter-office correspondence.

ROUTINE CORRESPONDENCE: Review annually; see Records Retention Schedule #124 (Communications/Correspondence).

ADMINISTRATIVE CORRESPONDENCE: Review annually; dispose of after 10 years, subject to review by the State Archivist before disposal.

6-1-2 ADMINISTRATIVE REPORTS

FILING INSTRUCTIONS: File alphabetically by title of reports and chronologically thereunder.

6-1-2-1 DIVISION REPORTS

Includes monthly, quarterly, and yearly division reports which are used to compile the State Patrol Annual Reports. Although the yearly and quarterly reports are successively compiled from the monthly reports, the former two do not contain the detail found in the monthly reports.

QUARTERLY REPORTS: Dispose of after 1 year.

MONTHLY REPORTS: Dispose of after 5 years.

YEARLY REPORTS: Dispose of after 10 years.

6-1-2-2 GOALS AND OBJECTIVES

Goals and objectives from each troop area which are used by the Planning Division to evaluate troop performance.

Dispose of after 2 years.

6-1-2-3 PROJECT REPORTS

Includes copies of performance evaluation reports, resource material on special projects and copies of the final studies prepared for the Colonels.

RESOURCE MATERIAL: Dispose of when project is complete.

FINAL REPORTS: Dispose of at discretion of the agency head, subject to review by the State Archivist before disposal.

6-1-2-4 SELECTIVE ENFORCEMENT REPORTS

Includes the Computer Report Accident Data Pertinent to Selected Sections from the Department of Roads which indicates high-accident areas.

Dispose of after 3 years.

6-1-2-5 SPECIAL WEAPONS and TACTICS (SWAT) TEAM REPORTS

Report of pistol, EST and other special teams.

SWAT REPORTS: Dispose of after 10 years.

OTHER REPORTS: Dispose of after 1 year.

6-1-2-6 DAILY REPORTS DATABASE

Weekly report from each member of the State Patrol. Information on the report includes name, badge number, Social Security Number, date of report, headquarter station, list of tickets written, accident reports, time worked, type of work done, and amount of time and work spent on each type of activity (running vascar, etc.). The reports are first given by the individual to his supervisor who then sends it through the Troop Area Headquarters. The information from these DAILY REPORTS is used in the computer reports described in the Accounting Division section of the schedule. Approximately 13 types of reports are produced on request summarizing enforcement activity, patrol time and overtime information. The State Patrol Accounting Division will provide notification when the audit is complete.

REPORTS: Dispose of after 5 years.

ELECTRONIC DATA: Backup daily; dispose of after 5 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after 5 years, provided audit has been completed.¹

6-1-3 FISCAL DOCUMENTS

FILING INSTRUCTIONS: File alphabetically by title of report and chronologically thereunder except, for UNIT EXPENSE REPORTS, see that title.

6-1-3-1 DRUG CONTROL CASH FUND DISTRIBUTION REPORT

Record of funds used by the State Patrol to buy drugs.

WHITE COPY (ACCOUNTING): Dispose of after 7 years, provided audit has been completed.¹

YELLOW COPY (LINCOLN HQ): Immediately dispose of if not part of DRUG INVESTIGATION CASE FILE REPORTS, Records Retention Schedule Item #6-6-3-1.

PINK COPY (INVESTIGATOR): Immediately dispose of if not part of case files.

6-1-3-2 GRANT FILES

Includes copies of grant applications, awards, adjustments, progress reports, subgrantee audit records, records of financial transactions, employee time reports, other related documents.

DIVISION COPIES: Dispose of after 5 years, provided audit has been completed, or when no longer of reference value, whichever is later.¹

ACCOUNTING COPY: Dispose of after 3 years, provided audit has been completed.¹

ALL OTHER COPIES: Dispose of after termination of grant or when no longer of reference value.

6-1-3-3 REQUEST FOR FUNDS, DRUG DIVISION (NSP 740)

Drug investigation officers' request for funds from the Drug Control Fund.

WHITE COPY (ACCOUNTING): Dispose of after 2 years.

YELLOW (ACCOUNTING): Dispose of after 7 years, provided audit has been completed.¹

6-1-3-4 STATEMENT OF MISCELLANEOUS INCOME (FORM 1099)

Record of cash payments from Drug Control Fund to cooperating individuals. Is maintained by State Patrol Accounting.

Dispose of after 5 years, provided audit has been completed.¹

6-1-3-5 TELEPHONE CREDIT CARD REPORT

Report received from the phone company of all calls charged to each officer's credit card.

Dispose of after 2 years, provided audit has been completed.¹

6-1-3-6 UNIT EXPENSE REPORT FILES

FILING INSTRUCTIONS: File alphabetically by trooper and chronologically thereunder.

Copies of bills for maintenance services on State Patrol units. These report files are used to judge the kind of treatment the units are receiving.

Dispose of after car is surplus or sold.

6-1-3-7 AUDIT LOGS

Daily computer report prints the accounts for all credit cards.

Dispose of after 5 years, provided audit has been completed.¹

6-1-3-8 LOST AND STOLEN LISTING (OBSOLETE 1998)

Quarterly computer listing of state credit cards by credit card number. Listing is sent to those agencies which are affected.

Dispose of after 5 years.

6-1-4 INSPECTION DOCUMENTS

FILING INSTRUCTIONS: File alphabetically by trooper and chronologically thereunder.

6-1-4-1 UNIT INSPECTION REPORTS (NSP 407)

Inspection reports filled out by troop commanders on each officer's unit.

Dispose of after 2 years.

6-1-5 PERSONNEL DOCUMENTS

FILING INSTRUCTIONS: File alphabetically by title of report, alphabetically by trooper and chronologically thereunder.

6-1-5-1 CROWD CONTROL TRAINING RECORDS

Records of officer participation in crowd control training. Traffic Division, Personnel, and the Colonel have copies of these records.

Transfer to Employee Training History File #6-5-3-1; retain permanently.

6-1-5-2 EMPLOYEE HISTORY FILE

These records are in addition to those listed in Records Retention Schedule # 124, Employee History File.

Includes:

ACADEMIC GRADES (Officer's grades for the initial seven-week training, and for other special training);

APPLICANT EVALUATION (Form NSP 609 - Pre-employment interviews with applicants references, wife, etc.);

COMMENDATIONS;

CRIMINAL RECORD CHECK (Check to see if job applicant has a criminal record.);

DISCIPLINARY AND CORRECTIVE ACTION RECORDS (Correspondence, memos, etc., reporting disciplinary and corrective action); Dispose of after 2 years per union contract.

EMPLOYEE REGULATION STATEMENT (Form signed by State Patrol personnel stating that they have read and understood the rules and regulations of the State Patrol.);

FINAL APPLICATION INTERVIEW (NSP 610);

PERSONNEL SUMMARY SHEET (NSP 210 - Record of personal information, special training, disciplinary actions, assignments, promotions, and date of termination (when applicable);

PHOTOGRAPHS;

PROMOTION RECOMMENDATIONS;

REGULAR EMPLOYEE SERVICE RECORD (Department of Roads form which has been used to record the name, badge number, position, salary, date of employment, etc. of uniformed personnel. This document has been replaced by PERSONNEL

SUMMARY SHEET. This is the only record for some former employees.);

REPORT OF MEDICAL HISTORY (Form 93) and REPORT OF MEDICAL EXAMINATION (Form 88 - Medical history and examination uniformed personnel have completed when joining the State Patrol.);

RETIREMENT AND RESIGNATIONS;

TRAINING CERTIFICATES (Copies of employee's certificate of completion of training courses.); WONDERLIC PERSONNEL TEST.

DISCIPLINARY AND CORRECTIVE ACTION RECORDS: Dispose of after 2 years.

ALL OTHER RECORDS: Retain permanently.

6-1-5-3 OVERTIME REPORTS

Includes computer report NSP 215.

Dispose of after 5 years, provided audit has been completed.¹

6-1-5-4 RANGE SCORES

Copies of officers' range scores received from troop area or division commanders.

TROOP AREA HEADQUARTERS: Dispose of after 10 years.

ALL OTHER COPIES: Dispose of after 1 year.

6-1-5-5 WORKER'S COMPENSATION FILES

Includes First Report of Injury, Memoranda, copy of all medical bills, and physician's statements.

Dispose of 4 years after case is closed.

6-1-5-6 POLICY CHANGES

Copies of the monthly posting of policy changes shall be kept on file in the Troop Area/Division Office.

Dispose of annually after superseded.

6-1-6 LAW ENFORCEMENT ORGANIZATIONS

FILING INSTRUCTIONS: File alphabetically by title of organization and chronologically thereunder.

Correspondence and meeting minutes relating to law enforcement organizations, e.g. International Association of Chiefs of Police, and Police Officers Association of Nebraska.

Dispose of after 2 years.

6-1-7 FEDERAL AGENCIES, DOCUMENTS CONCERNING

FILING INSTRUCTIONS: File alphabetically by title of agency and chronologically thereunder.

All correspondence, reports, and directives received from, and sent to Federal government agencies.

Dispose of after 2 years.

6-1-8 STATE AGENCIES, DOCUMENTS CONCERNING

All correspondence, reports, and directives received from and sent to State government agencies.

FILING INSTRUCTIONS: File alphabetically by title of agency and chronologically thereunder.

6-1-8-1 GUBERNATORIAL APPOINTMENTS

Copies of Gubernatorial Appointments of uniformed personnel of the State Patrol. The appointments are renewed every 4 years. Maintained in each uniformed employee's personnel folder.

Dispose of after superseded.

6-1-8-2 PERSONNEL INVESTIGATIONS

Personnel investigations performed by the State Patrol at the request of a state agency head.

Dispose of 2 years after investigation is complete.

6-1-8-3 SCHOOL BUS INSPECTION REPORTS

State Patrol's semi-annual inspections of operation and safety of school buses. State Headquarters maintains only copy.

Dispose of after 2 years.

6-1-9 COUNTY AGENCIES, DOCUMENTS CONCERNING

FILING INSTRUCTIONS: File alphabetically by agency and chronologically thereunder.

All correspondence, reports, and directives received from and sent to county government agencies.

Dispose of after 2 years.

6-1-10 LOCAL GOVERNMENT AGENCIES, DOCUMENTS CONCERNING

FILING INSTRUCTIONS: File alphabetically by agency and chronologically thereunder. All correspondence, reports, and directives received from and sent to local government agencies.

Dispose of after 2 years.

6-1-11 CORRESPONDENCE, GENERAL

FILING INSTRUCTIONS: File chronologically. All correspondence which clearly does not fall under any of the above categories.

See Records Retention Schedule #124 (Communications/Correspondence).

6-1-12 LEGISLATION

FILING INSTRUCTIONS: File numerically by Legislative Bill Number.

6-1-12-1 PROPOSED LEGISLATION

Drafts of proposed legislative bills from the State Patrol and related correspondence.

See Records Retention Schedule # 124.

6-1-13 LEGAL MEMORANDA AND BRIEFS

FILING INSTRUCTIONS: File chronologically.

6-1-13-1 LEGAL MEMORANDA AND BRIEFS, STATE PATROL

Dispose of at discretion of Legal Counsel.

6-1-14 COURT ORDERS

FILING INSTRUCTIONS: File chronologically.

6-1-14-1 COURT ORDERS SEALING CRIMINAL RECORDS

Orders sealing criminal records when the convictions have been set aside.

ORIGINAL RECORD: Microfilm and destroy original documents after subject is 75 years old or when he/ she has had no arrests for 30 years.

SECURITY MICROFILM: Transfer to Supply; dispose of after 75 years.

MICROFILM WORK COPY: Dispose of after 75 years.

6-1-15 SECURITY FILES

FILING INSTRUCTIONS: File alphabetically by title of report and chronologically thereunder.

6-1-15-1 ADVANCE SECURITY FILE

Record of security contacts in various buildings or locations that the Governor visits.

Dispose of 5 years after superseded.

6-1-15-2 GOVERNOR'S CONFERENCE SECURITY FILE

Record of security arrangements for Governor's conferences.

Dispose of 1 year after the conference to which the files pertain.

6-1-15-3 GOVERNOR'S TRAVEL SCHEDULE

Schedule of the Governor's travel which is used to set up security arrangements.

Dispose of 1 month after date of travel.

6-1-15-4 KEY REGISTER

Register of issuance of keys to the Governor's mansion.

Dispose of at end of the Governor's term(s).

6-1-15-5 TRANSPORTATION REQUESTS

Requests from the Lieutenant Governor and VIPs for the State Patrol to provide them transportation.

Dispose of at end of the Governor's term(s).

6-1-15-6 VIP VISIT SECURITY FILE

Record of the detailed arrangements for the security of VIP visits.

Dispose of at end of the Governor's term(s).

6-1-16 INMATE WORK DETAIL FILES

Lists names, length of service, and reason for leaving.

FILING INSTRUCTIONS: File alphabetically by title and chronologically thereunder.

6-1-16-1 INMATE WORK DETAIL FILE

Records of interviews with men's reformatory inmates who are considered for work details around the Governor's mansion.

Dispose of at end of the Governor's term(s).

6-1-17 EVIDENCE DATABASE

Records all NSP evidence and found property logged into evidence facilities.

EVIDENCE DESTRUCTION FORM: Print out and put in Case File; dispose of 6 months after adjudication.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

6-1-18 EVIDENCE

Actual evidence.

Dispose of after receipt of signed Evidence Destruction Form.

6-2 SUPPLY

6-2-1 RECEIPTS

FILING INSTRUCTIONS: If separate file is maintained for each trooper, file alphabetically by trooper; otherwise file chronologically.

6-2-1-2 REPORT OF LOST, STOLEN OR DAMAGED EQUIPMENT (NSP 308)

Record of officers' lost, stolen or damaged equipment. Report is used to clear officer ledger sheets.

Dispose of 3 years after officer's final equipment check-in.

6-2-1-3 UNIT EQUIPMENT CHECK-OUT (NSP 301)

Record of unit equipment checked in and out by officers.

Dispose of after disposal of unit.

6-2-1-4 UNIFORM AND EQUIPMENT RECEIPTS DATABASE

Records of all equipment, uniforms, and inventory items checked out by an officer. This record was microfilmed until July, 1994. Records since 1994 are electronic.

STATE HEADQUARTERS (ORIGINAL RECORD): Dispose of after verification of electronic data.

SECURITY MICROFILM: Transfer to Supply; dispose of after 40 years. (OBSOLETE 1994)

MICROFILM WORK COPY: Dispose of after 40 years. (OBSOLETE 1994)

ELECTRONIC DATA: Backup daily; dispose of 3 years after the officer retires or terminates.

SECURITY BACKUP COPY: Dispose of 3 years after the officer retires or terminates.

6-2-1-5 UNIFORM EQUIPMENT CHECK-OUT (NSP 300)

Records of the initial check-out of equipment by new officers and of the final check-in of the equipment when the officer terminates. This information is transferred to the Uniform and Equipment Receipts Database, Records Retention Schedule Item #6-2-1-4.

STATE HEADQUARTER SUPPLY [ORIGINAL RECORD]: Dispose of after verification of electronic data.

ELECTRONIC DATA: Backup daily; dispose of 3 years after the officer retires or terminates.

SECURITY BACKUP COPY: Dispose of 3 years after the officer retires or terminates.

TROOP AREA [COPY]: Dispose of after officer retires or terminates.

6-2-2 FISCAL AND ORDERING DOCUMENTS

Requisitions, contract awards, non-cash vouchers, troop purchase orders and other supply related fiscal and ordering documents.

FILING INSTRUCTIONS: File alphabetically by title of document and chronologically thereunder.

6-2-2-1 TROOP PURCHASE ORDERS

Used in ordering equipment and supplies through the Supply Division. The end buyer will do a NIS purchase order.

SUPPLY DIVISION [ORIGINAL RECORD]: Dispose of after 3 years.

ELECTRONIC DATA: Backup daily; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after 3 years, provided audit has been completed.¹

6-2-2-2 PURCHASE REQUISITIONS (OBSOLETE with implementation of NIS)

Used to order items through State Purchasing for which bids must be taken.

See Schedule #124.

6-2-3 SPECIFICATIONS FILE

FILING INSTRUCTIONS: File alphabetically by equipment name.

6-2-3-1 EQUIPMENT SPECIFICATION FILE

Description of specifications which State Patrol equipment must meet.

Dispose of after superseded and all equipment purchased according to the specification is disposed of.

6-2-4 CONTRACT FILES

FILING INSTRUCTIONS: File alphabetically by vendor.

6-2-4-1 CONTRACT AWARD

Contracts with vendors made by State Purchasing for uniforms, auto supplies, helicopter parts, film, janitorial services, etc.

Dispose of 5 years after conditions of the contract are fulfilled, provided audit has been completed.¹

6-2-4-2 CONTRACT AWARD PURCHASE ORDERS

Orders submitted to vendors in accordance with contract awards.

Dispose of 3 years after contract fulfilled, provided audit has been completed.¹

6-2-5 CREDIT CARD FILES

FILING INSTRUCTIONS: Place in appropriate rack or in other convenient location.

6-2-5-1 CREDIT CARD MASTER LIST

Computer report of unit credit card assignments.

Dispose of after superseded.

6-2-5-2 VOYAGER SYSTEM CHARGES – DETAILED LISTING

Computer generated monthly and/or weekly detailed listing of all charges on the Voyager System. Generated by Voyager program. May include: Vehicle Report, Product Purchase Summary, Discount Report, Payments and Adjustment Report, Account Summary Report, Tax Exemption Report.

PAPER WORK COPIES: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Dispose of data for each agency after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Voyager is responsible for backing up its system.

6-2-6 SURPLUSING AND SALVAGE DOCUMENTS

FILING INSTRUCTIONS: File chronologically

6-2-6-1 UNIT HISTORY FILE (NSP 306)

Record of vehicle identification number, key number, unit number, license number, title number, the date of receipt, and the name of the officer to whom each unit is assigned. Also included is the date and place of disposal of the unit.

Dispose of after unit is surplus.

6-2-6-2 UNIT TRANSFER RECORD

Record of disposal of units which includes the surplus number, the date of surplus, purchase price, and mileage.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

6-2-6-3 SURPLUS PROPERTY NOTIFICATION (SP1)

Form is filled out when property is to be surplus.

Dispose of 1 year after equipment is surplus or destroyed, provided audit has been completed.¹

6-3 ROAD OPERATIONS

6-3-1 ACCIDENT DOCUMENTS

FILING INSTRUCTIONS: File chronologically.

6-3-1-1 ACCIDENT RECORD FILES

Records of accidents involving patrol units. May include memorandum, Accident Records Bureau Report, State Claims Board Report, estimates for repair, correspondence, etc.

Dispose of records 5 years after date of accident.

6-3-1-2 STATE PATROL ACCIDENT REPORT (NSP 530)

Report of accident filled out by Communications Division. Traffic Division retains this for the news services and notification of next of kin, etc.

Dispose of after 1 year.

6-3-2 ARREST DOCUMENTS

FILING INSTRUCTIONS: File chronologically.

6-3-2-1 DRIVING WHILE INTOXICATED REPORTS (NSP 409)

Post-arrest implied consent advisement.

Dispose of after final disposition of case.

6-3-2-2 IMPLIED CONSENT REPORT

Sworn report of the arresting officer that the suspect has refused to take a chemical test to determine what percentage of alcohol is in his blood.

Dispose of after final disposition of case.

6-3-2-3 WARRANT INFORMATION REPORT (NSP 429)

Information supplied to the officer to assist him in identifying the person upon whom he is to serve a warrant.

Dispose of after final disposition of case.

6-3-2-4 SUMMONS BOOK

A summons has five parts. Distribution of the complaint, abstract, defendant and prosecutor copies are self-explanatory. The troop area copy is turned into troop area headquarters.

TROOP AREA [ORIGINAL RECORD]: Dispose of 60 days after data is entered into SUMMONS BOOK (SV WARNINGS) DATABASE and verified.

6-3-2-5 SUMMONS BOOK (SV WARNINGS) DATABASE

Contains data from Summons Books, Records Retention Schedule Item #6-3-2-4.

ELECTRONIC DATA: Backed up daily; dispose of after 10 years.

SECURITY BACKUP COPY: Dispose of after 10 years.

6-3-2-6 SALVATION ARMY VOUCHERS

A voucher has three parts. The first (white) goes to the Troop Area in the established file. The second (Yellow) copy goes to the merchant. The third (buff) copy goes to the merchant and the merchant will submit this copy along with their bill to the Salvation Army for payment.

TROOP AREA COPY (white): Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

6-3-2-7 CITATION CONTROL FORMS (NSP 462)

Log maintained in the Troop Areas when issuing summons books to officers.

Dispose of after 3 years.

6-3-3 AIRCRAFT FILES

FILING INSTRUCTIONS: File alphabetically by title of report and chronologically thereunder.

6-3-3-1 AIRCRAFT LOGS (NSP 404)

Information used by State Patrol pilots in the arrest and prosecution of speeders.

Dispose of after 2 years.

**6-3-3-2 FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF WAIVER
AUTHORIZATION (FAA FORM 77II-I) (OBSOLETE 1998)**

Permission from FAA for the State Patrol to fly at low altitudes.

Dispose of after 4 years.

**6-3-3-3 FEDERAL AVIATION ADMINISTRATION HELICOPTER
REGISTRATION**

Certificate of Registration of the State Patrol helicopter with the FAA.

Dispose of after helicopter is surplus or traded in.

6-3-3-4 FUEL TAX REFUND CLAIMS (FORM 86-MF)

Claim for refund of taxes on fuel used for State Patrol aircraft. Complete on a quarterly basis.

Dispose of after 4 years.

6-3-3-5 AIRCRAFT MAINTENANCE LOGS

Records of all previous owners of the State Patrol aircraft and of all maintenance performed and changes made on the aircraft.

Transfer to purchaser after aircraft is sold.

6-3-3-6 AIRCRAFT SCHEDULE REQUESTS

Requests from Troop Area Headquarters for aircraft flight-time in their areas and copies of schedule.

Dispose of after 6 months.

6-3-3-7 HELIPORT REGISTRATION CERTIFICATE (OBSOLETE 1998)

Certificate from Department of Aeronautics allowing the State Patrol helicopter to land at the Lincoln Headquarters.

Dispose of after 2 years.

6-3-3-8 MONTHLY AIRCRAFT OPERATING COST

Monthly report of cost of operation of aircraft.

Dispose of after 2 years.

6-3-3-9 NEBRASKA FLIGHT PROFICIENCY REPORT

Annual proficiency report on all State Patrol pilots.

AIR WING [ORIGINAL RECORD]: Dispose of after 2 years.

6-3-3-10 FLIGHT LOG

Air Patrol Reports for each pilot.

AIR WING [ORIGINAL RECORD]: Dispose of after 2 years.

6-3-3-11 AIRCRAFT HISTORY FILES

Contains insurance records, FCC License, vendor bills, schedules, activity reports, registration certificates, etc.

Transfer to purchaser after the aircraft is sold.

6-3-4 ROAD OPERATIONS REFERENCE FILES

FILING INSTRUCTIONS: File chronologically.

6-3-4-1 TRAFFIC ACCIDENT SUMMARIES

Reports of traffic fatalities and accidents.

Dispose of after 1 year.

6-3-5 CIVIL DISORDER FILES

FILING INSTRUCTIONS: File alphabetically by incident.

6-3-5-1 INVESTIGATIVE REPORTS OF CIVIL DISORDERS

Dispose of after 3 years, subject to review by the State Archivist before disposal.

6-4 COMMUNICATIONS

6-4-1 BROADCAST MESSAGES (Formerly titled ITEMS)

FILING INSTRUCTIONS: File numerically by message number.

6-4-1-1 ADMINISTRATIVE MESSAGES

Messages sent and received through the teletype system.

FILING INSTRUCTIONS: File chronologically.

Includes the following types of broadcast headings:

ORIGINATED: Dispose of after 2 years.

ALL OTHER AGENCIES RECEIVED, INCLUDING OUT OF STATE: Dispose of after 1 year.

OUT OF STATE WEATHER, IN/OUT OF SERVICE MESSAGES: Dispose of when superseded.

ATTEMPT TO LOCATE: Dispose of after subject located.

FATALITY MESSAGES: NSP LINCOLN: Dispose of after 2 years.

ALL OTHERS: Dispose of after 1 year.

FBI OFFICER KILLED: NSP LINCOLN: Dispose of after 2 years.

ALL OTHERS: Dispose of after 1 year.

CANCELLATIONS: CANCELLATIONS RECEIVED: Dispose of after Daily Activity (Night) Report, Records Retention Schedule Item #6-4-7, is complete.

ALL OTHER CANCELLATIONS: Dispose of after 2 years.

INVESTIGATE/OBSERVE: Dispose of after 1 week.

LOST/STOLEN LICENSE PLATES: Dispose of when license plate expires.

MISSING PERSONS/JUVENILES: IN-STATE: Dispose of after cancellation or contact with complainant is lost.

OUT OF STATE (INTERSTATE): Dispose of after 1 month.

STOLEN VEHICLES: Dispose of after 5 years.

WANTED PERSONS: Dispose of when cancelled.

6-4-2 ASSIGNMENT /REQUEST CARDS

Dispose of after 6 months.

6-4-3 COMPUTER (NCIC/NCIS) DOCUMENTATION FORMS

Includes NSP712 and NSP720.

ACTIVE: Dispose of after cancelled.

REMOVED FROM NCIC/NCIS DATABASE: Dispose of after 2 years.

6-4-4 COMPUTER (NCIC/NCIS) HITS

Dispose of after 5 years.

6-4-5 COMPUTER VALIDATION LETTERS

Dispose of after superseded.

6-4-6 CRIMINAL HISTORIES

No matter how received.

Dispose of after 1 year.

6-4-7 DAILY ACTIVITY (NIGHT) REPORT

Dispose of after 1 year.

6-4-8 INCIDENT REPORTS

Filing Instructions: File by date and chronologically thereunder.

USED FOR NCIC/NCIS CASE NUMBER (OCA): Dispose of after cancelled.

ALL OTHERS: Dispose of after 5 years.

6-4-9 MAINTENANCE AND MEASUREMENT RECORDS

Dispose of after 2 years.

**6-4-10 NAWAS (NEBRASKA ADVANCED WEATHER ADVISORY SYSTEM)
LOGS**

Refers to NSP Lincoln only. Maintained by Nebraska Emergency Management Agency (NEMA).

Dispose of after 1 year.

6-4-11 RADIO STATUS LOGS

NSP LINCOLN [ORIGINAL RECORD]: Transfer daily to Traffic Division; dispose of after 5 years.

ALL OTHERS [COPIES]: Dispose of after 2 months.

6-4-12 RADIO/PHONE TAPES

Reuse after 2 months.

6-4-13 STATE PATROL BULLETINS

NSP LINCOLN [ORIGINAL RECORD]: Dispose of after 2 years.

ALL OTHERS [COPIES]: Dispose of after 1 year.

6-4-14 TOWED/IMPOUND VEHICLES ENTRIES/CARDS

Dispose of after vehicle claimed by owner OR after receiving authorization to cancel from requesting officer after monthly validations.

6-4-15 OFFICERS KILLED AND TRAFFIC FATALITIES

Lincoln only.

Dispose of after 2 years.

6-4-16 COMMUNICATIONS TRAINING SCHOOLS

Record of agency and location hosting a training class. Instruction is provided by Nebraska State Patrol Communications personnel. File includes list of agency personnel attending.

Dispose of after 1 year.

6-4-17 STATION MAINTENANCE REPORTS

FILING INSTRUCTIONS: File chronologically.

6-4-17-1 MAINTENANCE AND MEASUREMENT RECORDS

Records of maintenance and frequency measurement of communications equipment which are required by the Federal Communications Commission.

Dispose of after 1 year.

6-5 SELECTION AND TRAINING

6-5-1 CANDIDATE APPLICANT FILES

May include: Application for position in State Patrol; Applicant interview board evaluation; Recruiter check report; Pre-employment polygraph test report; Correspondence; Physical examination report; Criminal record check; Driver's record.

FILES OF PEOPLE NOT HIRED: Dispose of after 6 years.

FILES OF PEOPLE HIRED: Transfer to Employee History File, #6-1-5-2; retain permanently.

6-5-2 DEFENSIVE DRIVING TESTS

Tests taken by State Patrol Headquarter's employees.

Dispose of after tests are reviewed.

6-5-3 TRAINING FILES

FILING INSTRUCTIONS: File alphabetically by title of report and chronologically thereunder.

6-5-3-1 EMPLOYEE TRAINING HISTORY FILE

Employee, both sworn and civilian, training history files. May include training in CPR, range, basic, etc.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

6-5-3-2 INSTRUCTOR ROSTER

Records of instructors of each training camp.

Dispose of after 30 years.

6-5-3-3 LEGAL TRAINING MATERIAL FILES

Includes outlines, handouts, etc., used by the legal staff to give State Patrol officers legal training.

Dispose of after 30 years.

6-5-3-4 RECRUIT TRAINING FILES

Record of training given in each training session.

Dispose of after 30 years.

6-5-3-5 TRAINING ACTIVITIES FILES

Records of classes given, number of hours, and name of participants.

Dispose of after 30 years.

6-5-3-6 TRAINING GUIDELINES

Master copies of handouts used in training.

Dispose of after 30 years.

6-5-3-7 EVALUATION FORM

Reports submitted by officers to the superintendent after attending a training session or school.

ELECTRONIC DATA: Backup daily; transfer to Employee Training History File, Records Retention Schedule Item # 6-5-3-1; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

6-5-3-8 IN-SERVICE TRAINING

Reports submitted by officers to superintendent after attending in-service training.

ELECTRONIC DATA: Backup daily; transfer to Employee Training History File, Records Retention Schedule Item # 6-5-3-1; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

6-5-4 PUBLIC SERVICE FILES

6-5-4-1 JUNIOR LAW FILES

Roster of junior high school boys and girls selected by the American Legion to attend the week-long Junior Law Course at the Training Center. Also includes schedule of classes.

Dispose of after 1 year.

6-5-4-2 STATE FAIR DISPLAY FILES

Roster of State Patrol personnel working at the State Patrol Display at the State Fair. Also includes a brief description of the display.

Dispose of after 3 years.

6-6 CRIMINAL RECORDS

6-6-1 GENERAL CRIMINAL RECORDS

6-6-1-1 MASTER NAME INDEX (MNI) DATABASE

Contains name, physical description, various report numbers pertaining to an individual. This is a pointer system for criminal cases and for drug cases.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

6-6-1-2 PRE-EMPLOYMENT APPLICANT POLYGRAPH TEST

Report of polygraph test of job applicant for State Patrol and polygraph chart, and index cards.

ACCEPTED: Dispose of after 1 year.

REJECTED: Dispose of after 6 years.

POLYGRAPH (EXAMINING OFFICER COPY): Dispose of when no longer of reference value.

6-6-1-3 POLYGRAPH TEST FILES

Includes polygraph test reports, worksheets, rights waivers, pretest form, notes, charts, charges, and index cards.

STATE HEADQUARTERS (ORIGINAL RECORD): Microfilm and destroy test reports after 1 year.

SECURITY MICROFILM: Dispose of after 6 years.

MICROFILM WORK COPY: Dispose of after 6 years.

EXAMINING OFFICER'S COPY: Dispose of after no longer of reference value.

TROOP AREA HEADQUARTERS [COPY]: Dispose of after 1 year.

6-6-1-4 INVESTIGATIVE SERVICES REPORT

Reports and interview reports of investigations done at the special request of local, state and federal agencies. Includes criminal cases and drug cases. Cases prior to 2000 are on microfilm. Cases from 2000 and later are electronic. Indexed in Master Name Index Database (MNI), Records Retention Schedule Item #6-6-1-1.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

SECURITY MICROFILM: Transfer to Supply; retain permanently.

MICROFILM WORK COPY: Retain permanently.

TROOP AREA HEADQUARTERS [COPY]: Dispose of after 1 year.

INVESTIGATORS' COPY: Dispose of after no longer of reference value.

INVESTIGATOR'S AUDIO TAPE REPORT: Dispose of after electronic transcription is verified and is no longer of reference value.

6-6-1-5 COMP-U-SKETCH

Comp-U-Sketch computerized drawings of suspects and attached reports. Indexed in MNI database. Records prior to 2000 are on microfilm. Records from 2000 and later are electronic.

STATE HEADQUARTERS (ORIGINAL RECORD PRIOR TO 2000): Microfilm and destroy after 1 year.

SECURITY MICROFILM: Transfer to Supply; retain permanently.

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

TROOP AREA HEADQUARTERS [COPY]: Dispose of after 1 year.

INVESTIGATOR'S COPY: Dispose of after 1 year.

6-6-2 CRIMINAL CASE FILES

FILING INSTRUCTIONS: File sequentially by case number.

6-6-2-1 CRIMINAL CASE FILE REPORTS

Includes following formal reports: reports made by investigating officer, supplementary and audio cassettes, interview reports, offense reports, and photographs. Also includes officer's informal notes. Records prior to 2000 are on microfilm. Records from 2000 and later are electronic.

FORMAL REPORTS (ORIGINAL RECORD PRIOR TO 2000): Transfer to State Headquarters; microfilm and destroy originals 1 year after case is closed.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

SECURITY MICROFILM: Transfer to Supply; retain permanently.

MICROFILM WORK COPY: Dispose of after 75 years.

OFFICER'S INFORMAL HANDWRITTEN NOTES and INTERVIEW TAPES: Dispose of 1 year after case is closed OR at discretion of investigating officer, whichever is later.

INVESTIGATOR'S AUDIO TAPE REPORT: Dispose of after verification of electronic transcription and is no longer of reference value.

TROOP AREA HEADQUARTERS [PAPER COPY]: Dispose of after 1 year.

6-6-2-2 CRIMINAL CASE FILE REPORTS - MURDER (CRIMINAL DIVISION)

Includes following formal reports: reports made by investigating officer, supplementary and audio cassettes, interview reports, offense reports, and photographs. Also includes officer's informal notes. Records prior to 2000 are on microfilm. Records from 2000 and later are electronic.

FORMAL REPORTS (ORIGINAL REPORT and PAPER COPY): Retain permanently.

SECURITY MICROFILM: Transfer to Supply; retain permanently.

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

OFFICER'S INFORMAL HANDWRITTEN NOTES and INTERVIEW TAPES: Dispose of 1 year after case is closed OR at discretion of investigating officer, whichever is later.

INVESTIGATOR'S AUDIO TAPE REPORT: Dispose of after verification of electronic transcription and is no longer of reference value.

6-6-2-3 INVENTORY FORM (NSP 710)

Form is filled out as a matter of policy when motor vehicles are impounded because they have been abandoned or an arrest has been made. Form is to be placed in the respective Criminal or Drug Case File, Records Retention Schedule items 6-6-2-1 and 6-6-3-1. If no case file is assigned, form will be retained at the troop area.

NO CASE FILE ASSIGNED: Dispose of after 4 years.

6-6-3 DRUG CASE FILES

FILING INSTRUCTIONS: File sequentially by case number.

6-6-3-1 DRUG INVESTIGATION CASE FILE REPORTS

Includes following formal reports: reports made by investigating officer, supplementary and audio cassettes, interview reports, offense reports, and photographs. Also includes officer's informal notes. Records prior to 2000 are on microfilm. Records from 2000 and later are electronic.

FORMAL REPORTS (ORIGINAL RECORD PRIOR TO 2000): Transfer to State Headquarters; microfilm and destroy originals 1 year after case is closed.

SECURITY MICROFILM: Transfer to Supply; retain permanently.

MICROFILM WORK COPY: Dispose of after 50 years.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

OFFICER'S INFORMAL HANDWRITTEN NOTES and INTERVIEW TAPES: Dispose of 1 year after case is closed OR at discretion of investigating officer, whichever is later.

INVESTIGATOR'S AUDIO TAPE REPORT: Dispose of after verification of electronic transcription and no longer of reference value.

6-6-3-2 DRUG AND PHARMACY BURGLARY REPORT (DEA FORM 106)

Form lists descriptive information about stolen drugs. Includes name of firm, date of theft, name of police agency theft is reported to, numbers of stolen controlled substance forms, security measures which were taken to prevent future thefts, and identifying marks and symbols on containers and a list of what was stolen. Information is used to trace the origin of drugs which are found or confiscated.

Dispose of after 1 year.

6-6-4 CRIMINAL ACTIVITY REPORTS

FILING INSTRUCTIONS: File alphabetically by title of report and chronologically thereunder.

6-6-4-1 CASE FILE NUMBER SUMMARY

Number of officer, date file number issued, crime case name, county, and date cleared.

STATE HEADQUARTER CRIMINAL INVESTIGATION & INTELLIGENCE DIVISION COPY: Dispose of after 10 years.

SUPERVISORS' COPIES: Dispose of after 1 year.

ALL OTHER COPIES: Review and dispose of immediately.

6-6-4-2 FINGERPRINTS RECEIVED SUMMARY

Breakdown of fingerprint cards received by crime, age, sex, and contributor.

STATE HEADQUARTERS (CRIMINAL DIVISION): Dispose of after 5 years.

ALL OTHER COPIES: Review and dispose of immediately.

6-6-4-3 SUMMARY OF CRIMINAL ACTIVITY

Activity reports of criminal and drug investigators case activity. Information is included on the annual report.

STATE HEADQUARTERS (INVESTIGATIVE SERVICES DIVISION) COPY: Dispose of after 2 years.

ALL OTHER COPIES: Dispose of after 1 year.

6-6-4-4 SUMMARY OF DRUG AND NARCOTICS CASES

Copies of monthly reports of cases of the drug division.

STATE HEADQUARTERS (INVESTIGATIVE SERVICES DIVISION) COPY: Destroy after 5 years.

SUPERVISOR'S COPY: Dispose of after 1 year.

ALL OTHER COPIES: Review and dispose of immediately.

6-6-5 INTELLIGENCE BULLETIN DATABASE

Intelligence bulletins formerly published by this division which included reports on suspicious persons, lists of top ten fugitives, names of subversive fugitives, reports on trends in criminal activity, reports on major and exceptionally well-planned crimes. Contains Intelligence Investigation Reports which may include newspaper clippings, reports from other agencies, copies of criminal reports, and other information collected in the investigation of persons, companies, subversive groups, etc. Contains Records of Discharges and Admittances which may contain Reports of separation, discharge, and paroles, and admittances of persons received from the State Penal Complex. This information is compiled monthly in the STATE PATROL BULLETIN, Records Retention Schedule Item #6-4-13.

SOURCE MATERIAL: Dispose of after 2 years.

STATE HEADQUARTERS (INVESTIGATIVE SERVICES DIVISION) ORIGINAL COPY: Microfilm and destroy originals after 10 years. (OBSOLETE 2003)

SECURITY MICROFILM: Transfer to Supply; dispose of after 30 years. (OBSOLETE 2003)

MICROFILM WORK COPY: Dispose of after 30 years. (OBSOLETE 2003)

ELECTRONIC DATA: Backup daily; dispose of after 30 years.

SECURITY BACKUP COPY: Dispose of after 30 years.

6-6-6 CRIMINAL LABORATORY DOCUMENTS

FILING INSTRUCTIONS: File alphabetically by title of report and chronologically thereunder.

6-6-6-1 CASE EVIDENCE

Evidence submitted for examination by local law enforcement agencies and by the State Patrol.

Return to submitting agency after completion of analysis.

6-6-6-2 LATENT FINGERPRINT LABORATORY CASE EVIDENCE

FILING INSTRUCTIONS: File according to case number.

Evidence submitted for processing and examination by local law enforcement agencies and by the State Patrol.

Return to submitting agency after the processing is completed.

6-6-6-3 LATENT FINGERPRINT LABORATORY PHOTO FILE

FILING INSTRUCTIONS: File according to case number.

Dispose of according to statute of limitations.

6-6-6-4 LATENT FINGERPRINT LABORATORY REPORTS

FILING INSTRUCTIONS: File according to case number.

LABORATORY PROCESSING REPORTS: Return to submitting agency.

CASE REPORTS: Dispose of after case to which it pertains is closed.

6-6-7 CRIMINAL IDENTIFICATION RECORDS

FILING INSTRUCTIONS: File alphabetically by title of report and chronologically thereunder.

6-6-7-1 PATROL CRIMINAL HISTORY FILE

Index to AFIS (Automated Fingerprint Identification System), Records Retention Schedule Item #6-6-7-2, which includes the name of subject, year of birth, the fingerprints, and State I.D. number, and arrest number (ORI) of agency making the arrest. Includes all known aliases.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

6-6-7-2 AFIS (AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM)

Fingerprint cards and fingerprints filed electronically of persons who are arrested in Nebraska. Records are filed by fingerprint classification and includes name, race, sex, charge code and O.R.I. Contains best set of prints available for an individual.

FINGERPRINT CARDS: Transfer to State Bureau Jacket, Records Retention Schedule Item #6-6-7-3. The fingerprint cards to be disposed of are those meeting any of the following criteria:

1. All cards of persons over 99 years of age with no convictions in the past 10 years.
2. All cards received from other states with no Nebraska arrests or incarcerations.
3. All fingerprint cards associated with records in State Bureau jackets which are found to be of no further value.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

6-6-7-3 STATE BUREAU JACKETS

Jackets contain records of criminal history of criminals arrested in Nebraska, including FBI reports, mugshots, previous arrest records, other arrests, custodial and case disposition information. If no arrests are made for 10 years, then records are placed in an inactive file.

Disposition: State Bureau Jacket Records to be disposed of are those meeting any of the following criteria:

1. All bureau jackets of persons over 75 years of age with no convictions in the past 10 years.
2. All records which have been inactive for a period of 30 years.
3. All records which have been inactive for a period of 10 years which contain only non-criminal or misdemeanor offenses.
4. All records which have been inactive for more than 10 years which contain only juvenile arrests.
5. All records which have been inactive for a period of 10 years which do not contain a significant Nebraska arrest.
6. All records which have been inactive for a period of 10 years in which the Nebraska arrest occurred for an out-of-state agency.
7. All bureau jackets of deceased individuals when the age of the deceased is 75 years or older and the offense is not murder, sexual assault or arson.
8. All bureau jackets of deceased individuals which contain non-criminal or misdemeanor offenses.
9. All bureau jackets of deceased individuals with no inquiry for 3 years following the date of notification of death.

6-7 INTERNAL AFFAIRS

6-7-1 COMPLAINT CONTROL FORM (NSP 801)

FILING INSTRUCTIONS: Kept at troop area alphabetically.

Form is filled out whenever a complaint is received involving the State Patrol. Information may include: complainant name and address, nature of complaint, date, time and location of incident, personnel involved, witnesses, officer assigned to investigation, final disposition, etc.

NO ALLEGATION OF MISCONDUCT: Dispose of after 1 year.

ALLEGATION OF MISCONDUCT: Transfer to I.A. INVESTIGATIVE CASE FILE, Records Retention Schedule Item #6-7-6; dispose of after 5 years.

6-7-2 CORRESPONDENCE FROM PUBLIC

FILING INSTRUCTIONS: File by name alphabetically unless alleging misconduct.

If correspondence alleges misconduct, file in I.A. CASE FILE on incident.

Routine correspondence, general inquiries, and other correspondence of a nonspecific nature, unless misconduct is alleged.

NO ALLEGATION OF MISCONDUCT: Review annually; dispose of after 1 year.

ALLEGATION OF MISCONDUCT: Transfer to I.A. INVESTIGATIVE CASE FILE, Records Retention Schedule Item #6-7-6; dispose of after 5 years.

6-7-3 FIREARMS DISCHARGE/ASSAULT REPORT (NSP 802)

FILING INSTRUCTIONS: File by date of occurrence unless misconduct is apparent. If so, file in I.A. CASE FILE on incident.

Members of the State Patrol prepare this report whenever they discharge a firearm other than at an authorized firearms range, or are the subject of an assault while performing a lawful duty. Information on the report may include name, rank, badge number, division, date, time and location of incident, type of report, duty status, type of incident, etc. Commanding officers shall review and sign the report.

NO APPARENT MISCONDUCT: Dispose of after 1 year.

APPARENT MISCONDUCT: Transfer to I.A. INVESTIGATIVE CASE FILE, Records Retention Schedule Item #6-7-6; dispose of after 5 years.

OTHER COPIES: Dispose of after completion of the Uniform Crime Report.

6-7-4 GARRITY WARNING FORM (NSP 800)

FILING INSTRUCTIONS: Filed with statement of employee.

Form is used to advise employees of the Nebraska State Patrol when being questioned as part of an official internal affairs investigation their rights and privileges regarding questions specifically directed and narrowly related to the performance of their official duties or fitness for office.

Transfer to I.A. INVESTIGATIVE CASE FILE Records Retention Schedule Item #6-7-6; dispose of after 5 years.

6-7-5 INTERNAL AFFAIRS ADMINISTRATIVE REPORTS

FILING INSTRUCTIONS: File cards alphabetically.

6-7-5-1 CASE FILE LOG BOOK

Log book records all cases involving complaints of misconduct. Data may include case number, name of employee, accusation, date, etc.

Dispose of 5 years after date of final decision by Superintendent.

6-7-5-2 INTERNAL AFFAIRS COMPLAINANT FILE

Informational database is maintained on persons issuing complaints of misconduct. May include: Name of complainant, date of birth, address, date of complaint, nature of complaint, and case number.

EMPLOYEE DATA: Dispose of after 5 years.

ALL OTHER DATA: Backup weekly; retain permanently for statistical data (without employee data).

SECURITY BACKUP COPY: Retain permanently for statistical data (without employee data).

6-7-5-3 INTERNAL AFFAIRS COMPLAINANT FILE ON EMPLOYEES

Informational database is maintained on employees who are involved in allegations of misconduct. May include: Name, badge or employee number, date, accusation, case file number and final disposition.

EMPLOYEE DATA: Dispose of after 5 years.

ALL OTHER DATA: Backup weekly; retain permanently for statistical data (without employee data).

SECURITY BACKUP COPY: Retain permanently for statistical data (without employee data).

6-7-6 INTERNAL AFFAIRS (I.A.) INVESTIGATIVE CASE FILES DATABASE

FILING INSTRUCTIONS: Prior to 11-1-85, file by name. After 11-1-85, file by sequential number assigned to each incident.

Files deal with the internal investigation of cases involving allegations of misconduct or apparent misconduct. May include: "COMPLAINT CONTROL FORM (NSP 115)", "CORRESPONDENCE FROM PUBLIC", "FIREARMS DISCHARGE/ASSAULT REPORT (NSP 114)", "GARRITY WARNING FORM (NSP 800)", letters, memos and documentation of final disposition.

PAPER COPY: Dispose of after 5 years.

ELECTRONIC DATA: Backup weekly; dispose of after 5 years.

SECURITY BACKUP COPY: Dispose of after 5 years.

DELETED RECORDS from 1989 Schedule

6-2-4-8	BALANCE AND EDIT LISTING
6-4-1-2	INDEX CARDS TO ACCIDENT RECORDS (NSP 400)
6-4-2-1	BONDING SHEETS
6-4-2-4	INCIDENT REPORT (NSP 408)
6-4-2-5	OFFENSE REPORTS (NSP 749) (ARREST DOCUMENT)
6-4-2-7	SUMMONS SUMMARY (NSP 415)
6-4-2-10	WEEKLY SUMMONS REGISTER
6-4-3-1	ABANDONED VEHICLE RECOVERY REPORT (NSP 435)
6-4-3-2	TOW-IN CARS (NSP 520)
6-6-3-6	WONDERLIC TEST INSTRUCTIONS
6-7-2-3	CASE FILE INDEX
6-7-5-6	STATE-WIDE INTELLIGENCE SYSTEM
6-7-6-1	BAD CHECK FILES
6-2-2-1	HARD GOODS INVENTORY REPORT
6-3-3-2	AIRCRAFT RENTAL AGREEMENTS (NSP 427)

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet